

PERSONNELFilling of VacanciesProcedures for the Employment of an "outside" coach

While it is generally necessary and highly desirable to fill all coaching vacancies with members of the professional staff of the local school, there are cases where no suitable coach is available/willing to accept an assignment to fill a coaching vacancy. In such cases, the following procedures will be followed in order to fill the vacant position with a person of high interest and ability to provide the program for our students. In all circumstances, the health, safety and well-being of the student participants shall be of foremost importance.

1. The principal of the school where the vacancy exists shall make a thorough effort to fill the vacancy with a staff member from that school.
2. If no such staff member can be found in the local school, the principal shall advertise and solicit applicants from the professional staff in all other Stafford County schools.
3. If no such staff member can be found in the school division to fill the vacancy, the principal shall take applications from interested qualified community members who meet the criteria for selection.
4. The principal shall then make a recommendation to the Director of Human Resources as to the principal's selection of the person to fill the vacancy.
5. In cases involving senior high school coaching, necessary approval of the Virginia High School League, according to the steps outlined in the League Handbook, will be procured.
6. Upon completion of the above, and in consideration of the demonstrated fact that no such staff member is available to fill the coaching vacancy, the Division Superintendent will make a recommendation concerning the vacant position to the School Board. That recommendation may include, but shall not be limited to the following:

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(continued)

A. That the vacancy be filled with a coach not a professional employee of the school division.

B. That an on-staff person be assigned involuntarily to the position.

C. That the activity be postponed until a suitable coach can be found.

D. That the activity be dropped from the program because of the lack of a suitable coach.

Criteria: (1) Non-staff coaches must have had a college level course in safety or first-aid or work with a head coach who meets this requirement.

(2) Non-staff coaches must meet one or more of the following:

(a) Professional and/or college experience in the specific sport.

(b) Achievement in the sport in an amateur athletic program.

(c) Hold a coaching certificate in the sport from another state.

(d) Coaching experience in a school division or community program in the sport.

(e) Appropriate background or experience and high interest in the specific sport.

Approved by Division Superintendent: August 24, 1993

Revised by Division Superintendent: August 26, 1997